

Minutes from a Meeting of the Concordia Council on Student Life

Held on October 5, 2012

Loyola AD-210, 10am

PRESENT: Mr. Andrew Woodall (Chair), Ms. Lauren Broad (Secretary), Ms. Claudie Boujaklian, Ms. Melanie Drew, Mr. Veryan Goodship, Ms. Hannah Hackney, Mr. Daniel Houde, Mr. Paul Jerajian, Mr. Howard Magonet, Ms. Irene Petsopoulis, Ms. Tanya Poletti, Ms. Stephanie Sarik, Ms. Katie Sheahan, Ms. Brigitte St-Laurent, Ms. Lorraine Toscano, Mr. Bradley Tucker.

ABSENT WITH REGRETS: Ms. Marie-Josée Allard, Mr. Gerald Beasley, Dr. Stephane Brutus, Mr. Sharon Fraenkel, Ms. Katherine Hedrich, Ms. Sharon Hunter, Ms. Nadine Montour, Mr. Andrew Roberts.

ABSENT: Mr. Kavian Abhari, Mr. Jacques Lachance, Ms. Emily Sheepy, Ms. Alexis Suzuki.

1. APPROVAL OF AGENDA

The Chair called the meeting to order. He brought to light that the Council did not have quorum, therefore the agenda would have to be approved at the next scheduled meeting. Mr. Woodall explained that the meeting would continue, however no motions could be legally voted on.

2. REMARKS FROM THE CHAIR

The Chair welcomed members of the Council to another year and reminded everyone that the CCSL is the highest non-academic advisory committee at the university, making recommendations regarding the quality of student life on campus. It is a parity committee: there are an equal number of voting students to voting staff and faculty. Mr. Woodall hoped that in addition to honouring the mandate of CCSL, the meetings would bring about courageous discussions about student life. The Chair invited the members of the Council to introduce themselves, while he noted those members who were absent. He added that University Communications Services would now have a representative as a permanent observer, namely Ms. Sharon Hunter. It is of great importance that the student body is aware of the many services available, considering that they are paying for them as a part of their university fees. Mr. Woodall pointed out the positions on CCSL that were still not filled: one faculty representative; two undergraduate student representatives; one student from the Centre for Continuing Education. If a student from Continuing Education could not be found to join CCSL, the CSU would be asked to appoint another undergraduate representative to fill this position.

Mr. Woodall acknowledged that the Council would conduct business based on Robert's Rules of Order, however he hoped that CCSL would work more based on mutual respect through creative, constructive and courageous dialogue. Mr. Woodall stressed the importance of open, honest relationships and in working together to achieve great things.

The Chair asked that anyone who wished to put forth a motion would send it to the Secretary of CCSL, Ms. Broad, prior to the meeting so that she may distribute it to members of the Council for consideration.

Mr. Woodall congratulated the student associations on a very successful, well-organized orientation. He had the opportunity to attend events held by most faculties and was glad to see students getting out to meet one another and find out about what was available to them at the university.

The Chair was happy to announce that a group of students from the John Molson School of Business, Students for Free Enterprise, had been awarded one of the highest prizes in the province for a post-secondary student group initiative. Their project, *Business Building Blocks*, was presented with the award earlier in the week in Québec City from the non-profit organization Force AVENIR, which aims to recognize and promote social responsibility and entrepreneurial initiatives by young people.

The Chair reported on several new items from the Dean of Students Office. The office had recently experienced many changes in staff, notably: Mr. Alex Oster, Coordinator, Student Experience, was currently on paternity leave, returning in March 2013; Ms. Lauren Broad had returned from maternity leave; the hire of two students, Ms. Laura Glover and Ms. Gillian McDonald, to work on various projects within the office. Mr. Woodall acknowledged the great success of the Welcome Team, coordinated through the LIVE Centre, which helped new

students navigate their way through the university on both campuses during the first few weeks of the semester. The Chair had invited the leaders from student groups to join him for a “Brunch with the Dean”, so that he could get to know them better, especially those who were not in the most prominent student groups. These events would take place on both campuses and they would be an on-going occurrence. Mr. Woodall informed the Council members about Campus Compass, the Dean of Students Office student leadership initiative, which will be taking place on November 23, 2012. This pilot project was designed to help student leaders navigate through the university system.

Mr. Woodall added that others within the university community were welcome to attend the Council meetings as guests. If they wished to make a presentation on a particular topic related to student life, the Chair asked that Ms. Broad be notified ahead of time in order to add the item to the agenda.

3. APPROVAL OF MINUTES FROM THE MEETING OF APRIL 20, 2012

The Council did not have quorum, therefore the minutes from the meeting of April 20, 2012 would be approved at the November 2, 2012 meeting.

4. BUSINESS ARISING FROM THE MINUTES OF APRIL 20, 2012

There was no business arising from the minutes of April 20, 2012.

5. REPORTS AND ITEMS OF INFORMATION

5.1 Sub-committees

CCSL Special Projects

As Chair of the sub-committee, Mr. Woodall explained that CCSL has a fund of \$165,000 to be dispersed annually to student projects that enhance student life. Of that total, \$15,000 is earmarked annually to support the Housing and Job Bank (HOJO) that is run by the CSU and provides support and information to students. \$5,000 is earmarked annually for the Committee Participation Awards Program, a financial award given to eligible students to recognize their participation on a select number of governing bodies at the university.

Applications for Special Projects funding are divided into two groups: those requesting \$5,000 and less, that will be approved or declined by the sub-committee; and those requesting over \$5,000, that will be asked to make a presentation to the entire Council at the next scheduled meeting. The Council will then decide whether or not the projects will receive funding and how much.

In 2011-2012: 98 applications were reviewed; 73 were approved, which was a 75% approval rate. Approximately \$138,500 was allocated to the projects, however not all was dispersed since some projects were cancelled and others did not submit the required documentation for reimbursement.

The sub-committee membership includes: the Dean of Students as the Chair, the Assistant to the Dean of Students as Secretary, four undergraduate students (one position had been filled by Mr. Roberts), two graduate students and one student from Continuing Education, in whose absence another undergraduate student would be appointed by the CSU. The sub-committee members may be students who are not on CCSL. Mr. Woodall asked that anyone interested in participating contact Ms. Broad. The sub-committee would usually meet twice a year, following each submission deadline. Mr. Woodall said that the Special Projects guidelines and criteria would have to be reviewed this year, along with how the projects are evaluated. The sub-committee would be asked to do this at an additional meeting, to be confirmed, and would then give their recommendations to the Council for approval.

The fall deadline for applications is be October 12, 2012 at 5pm, followed by a review meeting for the sub-committee on October 25, 2012 from 9:30am-4:30pm in H-637.

CCSL Awards

As Chair of the sub-committee, Mr. Magonet informed the Council that the awards are given to Concordia students, staff and faculty who have made an exceptional contribution to student life or services at the university through their involvement with the following: students; student/university governance; student organizations,

Concordia media, university services/departments; in the field of teaching. The call for nominations will be in January 2013 through the Dean of Students Office and the sub-committee will meet sometime near the end of February to review the nominations and select winners. The sub-committee members may also be asked to participate in a review of the guidelines and criteria if necessary. The awards ceremony will be held in early April 2013 and is traditionally very well attended. Mr. Magonet reported that the membership includes: three undergraduate students; one graduate student; one student services staff member from CCSL; and one faculty member from CCSL. He asked for anyone interested in participating to contact Ms. Broad.

Housing and Job Bank (HOJO)

Ms. St-Laurent informed CCSL that Ms. Leanne Ashworth, Coordinator of HOJO, was currently working on the year-end statement and annual HOJO report for the Council and would present both at the November 2, 2012 meeting. Ms. St-Laurent was very happy with the services provided by HOJO, especially with respect to international students. Their collaboration and communication had always been consistent and Ms. St-Laurent expressed her appreciation of this. She expected this year to be no different.

5.2 Student Services and Recreation & Athletics Budget Statements

The Chair informed the Council members that the Student Services sector functions on a three-year budget cycle and that the new budget cycle began with the 2012-2013 fiscal year, beginning May 1, 2012. In the 2011-2012 academic year, CCSL prepared and approved the three-year budget for Student Services and Recreation & Athletics, then presented its recommendations to the Board of Governors for final approval.

Ms. Drew distributed the “Report to CCSL Student Services Year-End Statement 2011-2012”, as well as the “Student Services Budget 2009-2012 As Approved by the Concordia Council on Student Life March 20, 2009”. Ms. Drew reiterated that she would not be going in to very much detail about the three-year budget from 2009-2012, however it would be of value to help explain some of the numbers on the Year-End Statement 2011-2012.

Ms. Drew brought the Council’s attention to the sources of revenue for the Student Services sector, with the government grant per FTE being the first on the list. Funding provided by the Ministry of Education is earmarked specifically for the sector and the grants cannot be transferred for other operational needs of the institution. The Student Services sector retains 78.4% of the government grant per FTE, while the remaining 21.6% goes to Recreation & Athletics. The amount received from the Ministry is based on the total number of FTEs at the university. The term FTE, or Full-Time Equivalency, is a unit of measurement established by the government to describe a certain level of academic activity. An FTE represents 30 credits per year of registration activity from students, regardless of if one or more students are represented within the 30 credits. When the total registration activity of the university is calculated and divided by 30, you will have the total number of FTEs. Universities are typically funded on an FTE basis, however fees are typically charged on a per credit basis. In order to prepare a budget, forecasting must be done on the anticipated number of FTEs, which is a difficult task and will have a great effect on the future revenue stream. Ms. Drew emphasized that although the sector may receive funding based on an FTE of 30 credits per year, that FTE might include several part-time students. In reality, there are many more students registered than the number of FTEs. These projections were based on a forecast of 24,700 FTEs. The Student Services fee per credit is \$10.26, with a forecasted FTE/Credit of 741,000, resulting in a forecasted revenue of \$7,602,660. The actual revenues from the Student Services fee per credit as of April 30, 2012 were \$8,403,042. Ms. Drew explained that students in the Centre for Continuing Education are not enrolled in credit courses and are therefore not charged the Student Services fee per credit, thus denying them from having access to the services. The department decided that its students would benefit from having access to the services and therefore opted to give the sector an annual grant based on the number of students enrolled in Continuing Education. The Health Services grant resulted from the fact that the Student Services sector does provide its services to employees of Concordia. The Health Services grant was established by the university so that Concordia employees could have access to the services without having the cost fall on students who are paying the Student Services fee. Approximately 17% of the Health Services users are staff and faculty. Ms. Drew noted that the 2007-2008 year-end surplus was also a revenue, and that the budgeted surplus of \$77,584 would accommodate for any unforeseen expenses and would be applied to the revenues of next year.

Ms. Drew reported that at year-end April 30, 2012, the sector was in a favourable position for several reasons: the number of FTEs was higher than anticipated by the university; more students equalled more fees collected despite having the fee per credit remain the same at \$10.26; the Continuing Education grant increased. The

budget surplus could be explained largely by staffing crises. For example, a position may have remained vacant despite having a need for someone to fill it, for one of many reasons. Ms. Drew added that approximately 93% of the Student Services budget is earmarked for salary.

Mr. Goodship asked why the 2007-2008 year-end surplus of \$609,902 was distributed so unevenly over the 2009-2012 budget cycle. Mr. Drew confirmed that this was due to the fact that over time, inflation will cause prices to rise. The sector may have also anticipated a big initiative or new program in the later portion of the three-year budget cycle. Ms. Drew went through the list of expenses for the sector, reminding CCSL that the majority of each department's expenses were for salary and benefits. She added that the expenses were less than expected for some departments, again due to staffing gaps resulting from the complexity of filling a management position or of replacing someone with job security. Ms. Poletti explained that while the sector had set aside funds to cover salary adjustments such as those that resulted from the pay equity review, in the end the university absorbed the cost, saving the sector from a huge financial burden.

Ms. Drew informed the Council that a notable expense included in the Sector Commitments was the renovation in the Administration building at Loyola, to move Health Services and Advocacy & Support Services into more accommodating locations. The Carry-Forward Surplus would allow the sector to maintain services without an increase in staff. This can be attributed to the fact that the sector could not increase the Student Services fee per credit.

Ms. Drew concluded by stating that the current three-year budget could be circulated if requested and that she would be happy to answer any questions regarding how it was designed. Although there was no room for growth in the sector, some very important programs were institutionalized, such as the Concordia University Student Parents Centre (CUSP) and the LIVE Centre.

Ms. Sheahan circulated the "Report to CCSL Recreation & Athletics Year-End Statement 2011-2012". She informed the Council that the department's many services were made available to students, staff, faculty, alumni and the local community as well. However, during times of extremely high demand, the services would be restricted to students only. Ms. Sheahan said that Recreation & Athletics had a large presence on both campuses: Le Gym at Sir George Williams and Le Centre as well as the Recreation and Athletics complex at Loyola. In the fall, Le Gym would welcome approximately 8,500-9,000 clients, while during the winter, this number may rise to 11,000 clients. This includes students, staff, faculty and external users. The department does not advertise to the general public, therefore external members are only about 200-250 clients. At Loyola, the PERFORM Centre is home to the new Le Centre, opened one year ago. The previous facilities at Loyola had been extremely small and out-dated. The new facilities would allow the university to welcome the broader community, offering state of the art equipment to its users. The users of Le Centre would also have the opportunity to contribute to groundbreaking research based on data collected to be used as baseline data in the PERFORM Centre research. Ms. Sheahan pointed out that Recreation & Athletics at Loyola also includes the gymnasium, the arena and two outdoor fields, both equipped with lights. One of the outdoor fields would soon be covered by the Stinger Dome, allowing its use 12 months of the year, which would continue to be a real asset to the department. Ms. Sheahan was happy to report that Recreation & Athletics had numerous job opportunities for Concordia students, many of which were part of the work-study program. The department was able to employ approximately 200 students over the course of the year.

Referring to the Revenues section of the spreadsheet, Ms. Sheahan noted that the Student Services Fee Per Credit for Recreation & Athletics was \$2.92. Although students are charged to use the facilities, they receive a substantial discount on registration fees. The fees that are charged allow the department to keep conditions "as new" for future generations. Ms. Sheahan explained that while some universities do not charge their students registration, they are also not able to maintain the same calibre of facilities that was agreed upon at CCSL several years ago when planning for expansion of the department began. Ms. Sheahan added that there was a new student booster group at the university: the SWARM. The group has brought about an injection of new life to the university, helping bring awareness to students about what is available to them on both campuses.

Ms. Sheahan went through the list of remaining revenues for the department, pointing out that the portion of the Government Grant Per FTE for Recreation & Athletics was 21.6%. She said that the Departmental Revenue was attributed to rentals, ticket sales, registration for Le Gym and Le Centre, sales from the canteen/café and

sponsorship. Despite the difficult task of projecting these revenues, the department would continue to do so nonetheless. In 2011-2012, the anticipated Departmental Revenue was higher than what was actually achieved. One contributing factor to this would be that Le Centre did not open its doors at the beginning of season last year as planned. Ms. Sheahan stated that the department saved accordingly, therefore allowing it to end the year with a balanced budget. Ms. Sheahan reported that in previous years, the department had set aside 10% of Le Gym revenues for risk management, maintenance and upkeep, however this would no longer be feasible. She admitted that the department would have to be creative to find ways to keep up with a growing number of clientele. Unfortunately, the budget deals with FTEs, while the department must care for the individuals, who greatly outnumber the former. Ms. Sheahan also said that Recreation & Athletics has had to turn away requests by students, most of whom were new to Concordia, to develop new programs of interest. Ms. Sheahan hoped that students would help to find solutions on how the department could grow while faced with budget constraints.

Mr. Jerajian asked why the numbers in the revenue section of the budget considered FTEs, but not the expenses section. Ms. Sheahan reminded the Council that while the government will base their grant on FTEs of the university, Recreation & Athletics accommodates every client, whether they are a part-time or full-time student. Mr. Tucker added that although the average student taking 12 credits over both the fall and the winter semesters would consider themselves full-time, the government only considers the student who takes 30 credits per year as full-time. It is a construct that does not exist, but nonetheless, the university must adhere to it since that is how the government administers their funding.

Mr. Woodall thanked Ms. Drew and Ms. Sheahan for their presentations. He asked members of the Council to digest the information and to feel welcome to come back with any questions they may have.

6. NEW BUSINESS

Mr. Woodall informed the Council that the Student Services Directors were hopeful that CCSL would be able to get larger issues back in discussion at the meetings, as they are often overshadowed by daily business. The Chair noted that a sub-committee needed to be formed to review the CCSL mandate, to consider new ways of collecting information on student life issues and how the Council could address these issues. The sub-committee would take this year to review and then make recommendations to the Council, with the goal of implementing changes in the next academic year. Mr. Woodall added that the sub-committee should have representation from students, staff and faculty so that all perspectives were considered. The Chair would announce a membership list and meeting time for the sub-committee at the next CCSL meeting on November 2, 2012.

The Chair reported to the Council that \$5,000 from the CCSL Special Projects Fund is earmarked annually for the CCSL Committee Participation Awards Program (CPAP), designed to give a financial award to students for their participation in student governance. When considering that there are 69 students sitting on eligible governing bodies, the amount earmarked is not nearly enough to cover the potential of \$33,000 that could have to be dispersed if each student were eligible for the award. In 2011-2012, approximately \$11,000 was dispersed for the CPAP. Mr. Woodall concluded that the Special Projects sub-committee would review the CPAP and would make recommendations to the Council for approval.

Ms. Poletti announced that the Concordia Open House would take place on Saturday, October 27, 2012 on both campuses from 10am-4pm. She also noted that the installation of the new President and Vice-Chancellor of Concordia would take place at the first convocation ceremony on October 30, 2012.

Mr. Jerajian inquired if it was possible to access the minutes from previous CCSL meetings and Ms. Broad confirmed that they were open for public viewing. She would provide them to whomever requested them and would also follow up to see if it were possible to make the minutes accessible through the Dean of Students website. Mr. Jerajian also asked how the Special Projects Funding was promoted and Ms. Broad stated that it is advertised through the student newspapers, on the university plasma screens, on the Dean of Students website and an email is sent out to all student groups to inform them of the fund. Ms. Broad noted that the instructions for how to apply for funding were clearly outlined on the Dean of Students website.

Ms. Sheahan noted the following sporting events: men and women's rugby are at the top of their leagues; baseball playoffs would begin on October 14th; the men's hockey team would begin its season that night; the

women's soccer team had a monumental tie with the rival team from McGill; the Stingers football game over the weekend would be raising funds for the Shriners Hospital.

Mr. Magonet reported that Counselling & Development would be hosting the Engineering and Computer Science Career Fair on October 9th and 10th in H-765. The Volunteer and Leadership Fair would take place on October 10th in the LB atrium.

Ms. Drew announced that Health Services would be set up in the LB building Atrium on October 25th doing cancer awareness outreach to the Concordia community, as we are all affected in some way by the disease. They will be speaking about how to prevent and screen for various types of cancer and will provide valuable information. Ms. Drew encouraged members of the Council to come visit the event.

Mr. Goodship updated the Council on the Enhanced Shadow Program that was started by ASFA the previous year. It was designed to have existing Concordia students shadow new Concordia students to assist them as they get oriented at the university. The program was not able to start at the very beginning of the fall semester, however Mr. Goodship reported that they were hopeful to have it begin immediately with the start of the winter semester to help students as soon as they arrive.

7. NEXT MEETING

The next meeting is scheduled for November 2, 2012 in L-AD-210 at 10am.

8. TERMINATION OF MEETING

In the absence of quorum, the Council agreed to terminate the meeting without a motion being put forth.